

# Summer Food Service Program Fact Sheet

**Description:** Since 1984, the Houston Parks and Recreation Department has sponsored The Summer Food Service Program for Children that consists of distributing thousands of well-balanced nutritious FREE lunches and snacks for Houston's youth during 10 weeks when school is out. This is a federally funded program coordinated by the Texas Health and Human Services System – Special Nutrition Program. In 2004, a total of 1,259,000 meals were served and in 2005, a total of 1,211,348 meals were distributed.

**Who Benefits:** The Summer Food Service Program is for youth ages 1 to 18, served Monday through Friday, from 11:00 a.m. to 1:00 p.m., followed by a healthy snack served between 3:00 p.m. and 4:00 p.m.

**Sites:** In 2005, approximately 350 sites were points of distribution of the Summer Food Service Program including churches, apartment complexes, learning centers, youth organizations and Houston Parks and Recreation Department community centers.

**Lunch Content:** Nutritious lunches, prepared and delivered daily to each site, follow the federal and state requirements of containing one serving of milk; two or more servings of vegetables and/or fruits; one serving of grain or bread; and one serving of meat or meat alternate.

**Steps to Participate:** Request to Participate Form must be filled and returned before the program begins. Obtain this form at the Department's Summer Food Service Program Office.

Pre-operational Visits. These visits are required to determine that the sponsors' locations have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service.

Site Supervisor's Training Session must be attended before the site begins its summer food service operation. A manual is provided.

Site Visits all sites are visited by the Summer Food Service Staff at least once during the first week of operation to insure a smooth operation and verify information. Site visits are also performed unannounced by City and State officers.

Site Reviews all sites are reviewed by Summer Food Service Staff at least once during the first 4 weeks of program operations to review and discuss any concerns.

**Cost:** Free for youth. Sponsoring Site Supervisors' maintain accurate records of meals that are served. No bills or food preparation is involved.

**Information:** Judith Rinehart, Office Service Manager at [judith.rinehart@cityofhouston.net](mailto:judith.rinehart@cityofhouston.net), 713-676-6832, or fax 713-676-6836. Alternate phones 713-845-1010 and 713-845-1232.



**Houston Parks and Recreation Department**  
2999 S. Wayside Dr.  
Houston, TX 77023

Information (713) 845-1000  
[www.houstonparks.org](http://www.houstonparks.org)

**SUMMER FOOD SERVICE PROGRAM  
REQUEST TO PARTICIPATE 2007  
Deadline: April 13, 2007**

Agencies wishing to participate in the Summer Food Service Program sponsored by the City of Houston Parks and Recreation Department are required to complete this pre-application process. Your **Request to Participate** will be evaluated and your agency will be notified of approval or denial. If your Request to Participate is approved, a Pre-Operational Visit of your site will be scheduled. A Site Application to the Texas Department of Human Services will be completed and submitted for final approval.

**PLEASE PRINT IN INK:**

_____	_____
Name of Agency	Email address
_____	_____
Contact Person of Agency	Mailing Address of Agency
_____	_____
School District your site is located	Daytime Phone Number & Fax Number
_____	_____
Nearest School to your site	

If the above listed address **is not** the physical address of the facility used for the operation of the Summer Food Service Program, please provide the following information:

_____	_____
Name of Facility	Physical Address of Facility
Has your agency participated in the SFSP in previous years? Yes ____ No ____	
If yes, what years?: _____	

**(Please provide on the back the names and phone numbers of other sites which you feel would benefit by participating in the SFSP)**

What will be your first day of meal service? Tuesday, May 29, 2007

What will be your last day of meal service? Friday, August 3, 2007

Indicate days of the week for meal service? Monday – Friday

**Sites are required to participate in the program a minimum of 4 weeks and must call our Office to register for training once the Site Review has been completed.**

How many lunches per day do you estimate serving? \_\_\_\_\_

How many snacks a day do you estimate serving? \_\_\_\_\_

Please fax back to us at: 713 676-6836 or mail to the address below:  
**City of Houston Parks and Recreation Department/Summer Food Service Program  
2999 S. Wayside Drive  
Houston, Texas 77023**